



# Sample Constitution and Bylaws

The following outline is to be followed by student organizations writing a new constitution for registration by the Student Development Center. If you need further assistance, contact the Student Development Center, 747-5670.

## ARTICLE I-NAME

The name of the organization shall be \_\_\_\_\_.

## ARTICLE II – PURPOSE

The purpose of the new organization must be stated clearly. Indicate that it will serve a need on the campus, which cannot be met by already established organizations. Needless duplication of clubs should be voiced.

The purpose of \_\_\_\_\_ is:

- Example a. to serve as a forum for...
- Example b. to promote the growth of...
- Example c. to foster the continued interest in...
- Example d. to provide experiences designed to develop skills of...
- Example e. to provide members with an opportunity to...
- Example f. to serve the university community in the following ways...

## ARTICLE III- ORGANIZATION

Section 1. MEMBERSHIP - Members must be students, staff, and/or faculty members at UTEP. A nondiscrimination statement must be included in the constitution.

The \_\_\_\_\_ organization shall be composed of students who are interested in our purpose.

Section 2. OFFICERS – Names and offices by title, how and when elected and length of terms should be listed.

### OFFICERS SHALL CONSIST OF:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Judicial

### QUALIFICATIONS – To be eligible to hold any office a person must:

- A. be currently enrolled at UTEP
- B. have a minimum 2.0 GPA
- C. not be on any disciplinary or scholastic probation
- D. have been an active member of the organization at least one semester (suggested)

### DUTIES

- A. The President shall...
- B. The Vice-President shall...
- C. The Secretary shall...
- D. The Treasurer shall...

### ELECTIONS

- A. Nominations for office shall take place...
- B. Election of officers shall take place...

### VACANCIES AND IMPEACHMENT

- A. In the event of a vacancy in office...
- B. Special elections will be held when...
- C. Elected officers may be subject to impeachment...
- D. Procedures
- E. Notification
- F. Hearing
- G. Sanctions
- H. Decision of the....

### CONSTITUTIONAL AMENDMENTS

- A. This constitution may be amended at any meeting by a two-thirds vote of the active members present providing it is not in conflict with the University's Handbook of Operating procedures or...
- B. Bylaws may be adopted to fit the needs of the organization at any meeting by a two-thirds vote of the active members present providing such bylaws conflict in no way with the constitution and bylaws of University's Handbook of Operating procedures or...